



Students Rules

1. Attendance

Arabic classes

1) The teacher must be notified of the student's:

- ◆ **Absence** 30 min before the class time.
- ◆ **Lateness** for more than 5 min, 15 min before the class time.

Otherwise, the following applies:

- ◆ **In case of absence:** The class shall be counted, and the teacher shall not be obliged to make up the missed class.
- ◆ **In case of lateness:** The teacher shall deduct the lateness duration from the session's duration.

2) The student must be notified of the teacher's:

- ◆ **Absence** 30 min before the class time.
- ◆ **Lateness** for more than 5 min, 15 min before the class time.

Otherwise, the following applies:

- ◆ **In case of absence:** The class shall not counted, and the teacher shall make up the missed class.
- ◆ **In case of lateness:** The teacher shall add up the lateness duration to the session's duration.
- ◆ In case of group classes, missed sessions is shall not be made up for absent students in one on one sessions.
- ◆ In case of an absence of which a valid notification has been sent, the teacher shall make it up in class times only.

Quran classes

Quran classes requires regular and punctual attendance, we urge all students to wisely use this opportunity of learning the Book of Allah.

- ◆ The student must not be absent more than once a month.
- ◆ Absent student must provide a valid excuse before next class



- ◆ A student absent for more than 3 times in a single month risks her seat to be given to another student from the waiting list.

2. Payment

- ◆ Class fees & one-time registration fees are paid in advance (before the first session)
- ◆ Once student is registered, next payment is due after the last session of the current month is taken, and before the first session of the next month starts.

Example:

If the student has signed up for 2 session weekly = 8 sessions monthly, the payment is due after the 8th session is taken, and shall be sent before taking the first class of the next month.

- ◆ Students who face difficulties (whether financial or logistic) in sending payment on its due date should contact the administration
- ◆ One-time registration fee (\$10) is not refundable.
- ◆ Class fees are refundable upon providing a valid justification.
- ◆ Transaction fees are paid by the student
- ◆ Fees are paid in USD only. (The student should contact the administration if paying in another currency is needed).

3. Privacy

- ◆ No session or part of it shall be recorded without the teacher's permission.
- ◆ The teacher's voice and students' voices shall be preserved from being heard by men (all classes are included whether live or recorded by the teacher). The student must not show carelessness regarding this issue.

4. Feedback

- ◆ Students' feedback is an important factor to help **Razaan** improve.

Kindly send your feedback to the administration:

razaanspace@gmail.com

or

+21696044177 (WhatsApp/Telegram)